

ATTACHMENT G3

CONTRACTOR DOCUMENTS REQUIREMENT LISTINGS

Contractor's Quality Control Program. See Contract Data Requirements List (CDRL) and Data Item Description, Number 0001.

Weight Tickets. See CDRL and Data Item Description, Number 0002.

Household Goods Descriptive Inventory. See CDRL and Data Item Description, Number 0003.

Exception Sheet. See CDRL and Data Item Description, Number 0004.

Report of Government Owned Containers. See CDRL and Data Item Description, Number 0005.

Joint Statement of Loss and Damage at Delivery. See CDRL and Data Item Description, Number 0006.

Claims Correspondence. See CDRL and Data Item Description, Number 0007.

Bill of Lading. See CDRL and Data Item Description, Number 0008.

Contractor's Weekly Report. See CDRL and Data Item Description, Number 0009.

Report of Shipments On-Hand. See CDRL and Data Item Description, Number 0010.

Outsized Air Cargo Report. See CDRL and Data Item Description, Number 0011.

Monthly SDS Metrics Report. See CDRL and Data Item Description, Number 0012.

The following abbreviations and their meanings are used in the CDRL and Data Item Description.

ASREQ	-	As Required
COR	-	Contracting Officer
DAC	-	Day after contract start
DS	-	Destination
EAS	-	Each shipment
MTHLY		Monthly
N/A		Not applicable
ONE/R	-	One time with revisions
PPSO	-	Personal Property Shipping Office
QTRLY	-	Quarterly
WKLY	-	Weekly

CONTRACT DATA REQUIREMENTS LIST										Form Approved OMB No. 0704-0188		
The public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of collecting of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person must be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.												
A. CONTRACT LINE ITEM NO.			B. EXHIBIT		C. CATEGORY: TDP _____ TM _____ OTHER _____							
D. SYSTEM/ITEM				E. CONTRACT/PR NO.			F. CONTRACTOR					
1. Data Item No. 0001		2. Title of Data Item Contractor's Quality Control Program				3. Subtitle						17. Price Group
4. Authority (Data Acquisition Document No.)				5. Contract Reference Part 3, Para.5.a			6. Requiring Office COR				18. Est. Total	
7. DD 250 Req DS		9. Dist Statement Required		10. Frequency One/R		12. Date of 1st Submission		14. Distribution		b. Copies Final Reg Rep		
8. App Code				11. As of Date N/A		13. Subsequent Submit		a. Addressee				
16. Remarks Basic version submitted at preaward survey conference. Updated version submitted on contract start date. Schedule I, II, and III.												
										15. Total		
1. Data Item No. 0002		2. Title of Data Item Weight Tickets				3. Subtitle						17. Price Group
4. Authority (Data Acquisition Document No.)				5. Contract Reference Part 1, Para A.2.b.			6. Requiring Office COR				18. Est. Total	
7. DD 250 Req DS		9. Dist Statement Required		10. Frequency EAS		12. Date of 1st Submission		14. Distribution		b. Copies Final Reg Rep		
8. App Code				11. As of Date N/A		13. Subsequent Submit		a. Addressee				
16. Remarks Weight tickets not required on inbound shipments unless reweigh is ordered. Schedule I, II, and III.												
										15. Total		
1. Data Item No. 0003		2. Title of Data Item Household Goods Descriptive Inventory				3. Subtitle						17. Price Group
4. Authority (Data Acquisition Document No.)				5. Contract Reference Part 1, Para A.5.i			6. Requiring Office COR				18. Est. Total	
7. DD 250 Req DS		9. Dist Statement Required		10. Frequency EAS		12. Date of 1st Submission		14. Distribution		b. Copies Final Reg Rep		
8. App Code				11. As of Date N/A		13. Subsequent Submit		a. Addressee				
16. Remarks Inventories not required on inbound shipments. Schedule I and III.												
										15. Total		
1. Data Item No. 0004		2. Title of Data Item Exception Sheet				3. Subtitle						17. Price Group
4. Authority (Data Acquisition Document No.)				5. Contract Reference Part 1, Para A.5.l			6. Requiring Office COR				18. Est. Total	
7. DD 250 Req DS		9. Dist Statement Required		10. Frequency See 16		12. Date of 1st Submission		14. Distribution		b. Copies Final Reg Rep		
8. App Code				11. As of Date See 16		13. Subsequent Submit		a. Addressee				
16. Remarks Exception sheets are made on shipments from NTS when contractor's representative and storage contractor's representative disagree on condition of goods. Maintained in contractor's file and made available to claims office.												
										15. Total		
G. PREPARED BY				H. DATE		I. APPROVED BY				J. DATE		

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D. SYSTEM/ITEM				E. CONTRACT/PR NO.			F. CONTRACTOR					
1. Data Item No. 0005		2. Title of Data Item Report of Government Owned Containers				3. Subtitle						17. Price Group
4. Authority (Data Acquisition Document No.)			5. Contract Reference Part 1, Para A.7.g.(2)			6. Requiring Office COR						18. Est. Total
7. DD 250 Req DS		9. Dist Statement Required		10. Frequency See 16		12. Date of 1st Submission		14. Distribution				
8. App Code				11. As of Date See 16		13. Subsequent Submit		a. Addressee		b. Copies Final Reg Rep		
16. Remarks Initial report due 15 days after contract start date. Subsequent reports are due the first workday of each month. Schedule I and III.										15. Total		
1. Data Item No. 0006		2. Title of Data Item Joint Statement of Loss & Damage at Delivery				3. Subtitle						17. Price Group
4. Authority (Data Acquisition Document No.)			5. Contract Reference Part 1, Para A.12.c.(1)			6. Requiring Office COR						18. Est. Total
7. DD 250 Req DS		9. Dist Statement Required		10. Frequency See 16		12. Date of 1st Submission		14. Distribution				
8. App Code				11. As of Date See 16		13. Subsequent Submit		a. Addressee		b. Copies Final Reg Rep		
16. Remarks DD Form 1840. Schedule II and III.										15. Total		
1. Data Item No. 0007		2. Title of Data Item Claims Correspondence				3. Subtitle						17. Price Group
4. Authority (Data Acquisition Document No.)			5. Contract Reference Part 1, Para A.13.			6. Requiring Office COR						18. Est. Total
7. DD 250 Req DS		9. Dist Statement Required		10. Frequency See 16		12. Date of 1st Submission		14. Distribution				
8. App Code				11. As of Date N/A		13. Subsequent Submit		a. Addressee		b. Copies Final Reg Rep		
16. Remarks Each time any correspondence regarding a claim is received from anyone other than the local TO, the contractor must furnish the TO an information copy. Schedule I, II, and III.										15. Total		
1. Data Item No. 0008		2. Title of Data Item Bill of Lading				3. Subtitle						17. Price Group
4. Authority (Data Acquisition Document No.)			5. Contract Reference Part 1, Para A.8.d			6. Requiring Office COR						18. Est. Total
7. DD 250 Req DS		9. Dist Statement Required		10. Frequency See 16		12. Date of 1st Submission		14. Distribution				
8. App Code				11. As of Date N/A		13. Subsequent Submit		a. Addressee		b. Copies Final Reg Rep		
16. Remarks Original and copies 2, 3, and 4 are given to the carrier. Copies 5, 6, and 7 to the TO and copy 8 maintained by the contractor. In instances where computer generated PPGBL/BLs are used, enough copies must be made to ensure the right number of copies will be submitted.										15. Total		
G. PREPARED BY				H. DATE		I. APPROVED BY				J. DATE		

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A. CONTRACT LINE ITEM NO.			B. EXHIBIT		C. CATEGORY: TDP _____ TM _____ OTHER _____							
D. SYSTEM/ITEM				E. CONTRACT/PR NO.			F. CONTRACTOR					
1. Data Item No. 0009		2. Title of Data Item Contractor's Weekly Report				3. Subtitle						17. Price Group
4. Authority (Data Acquisition Document No.)				5. Contract Reference Part 1, Para A.8.j			6. Requiring Office COR				18. Est. Total	
7. DD 250 Req DS		9. Dist Statement Required		10. Frequency WKLY		12. Date of 1st Submission		14. Distribution		b. Copies		
8. App Code				11. As of Date See 16		13. Subsequent Submit		a. Addressee		Final Reg Rep		
16. Remarks Block 11 - Day of submission Block 12 - First Monday after contract start date Schedule I										15. Total		
1. Data Item No. 0010		2. Title of Data Item Report of Shipments on Hand				3. Subtitle						17. Price Group
4. Authority (Data Acquisition Document No.)				5. Contract Reference Part 1, Para A.9.h			6. Requiring Office COR				18. Est. Total	
7. DD 250 Req DS		9. Dist Statement Required		10. Frequency See 16		12. Date of 1st Submission		14. Distribution		b. Copies		
8. App Code				11. As of Date See 16		13. Subsequent Submit		a. Addressee		Final Reg Rep		
16. Remarks Blocks 10 & 11 - Determined by the TO Negative reports are required. Should identify when reports are submitted to TO Schedule II										15. Total		
1. Data Item No. 0011		2. Title of Data Item Outsized Air Cargo Report				3. Subtitle						17. Price Group
4. Authority (Data Acquisition Document No.)				5. Contract Reference Part 1, Para A.8.g			6. Requiring Office COR				18. Est. Total	
7. DD 250 Req DS		9. Dist Statement Required		10. Frequency See 16		12. Date of 1st Submission		14. Distribution		b. Copies		
8. App Code				11. As of Date See 16		13. Subsequent Submit		a. Addressee		Final Reg Rep		
16. Remarks Schedule I										15. Total		
1. Data Item No. 0012		2. Title of Data Item Monthly SDS Metrics Report				3. Subtitle						17. Price Group
4. Authority (Data Acquisition Document No.)				5. Contract Reference Part 3, Para 5.b			6. Requiring Office				18. Est. Total	
7. DD 250 Req DS		9. Dist Statement Required		10. Frequency MTHLY		12. Date of 1st Submission		14. Distribution		b. Copies		
8. App Code				11. As of Date N/A		13. Subsequent Submit		a. Addressee		Final Reg Rep		
16. Remarks Schedule I, II, and III.										15. Total		
G. PREPARED BY				H. DATE		I. APPROVED BY				J. DATE		

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1. TITLE CONTRACTOR'S QUALITY CONTROL PROGRAM		2. IDENTIFICATION NUMBER 0001		
3. DESCRIPTION/PURPOSE The contractor must provide a quality control program that includes an inspection system for services listed in the required services chart (RSC), specifying the areas to be inspected, when and by whom. It must also identify questionable services before performance becomes unsatisfactory. It must describe the method used in recording the quality control inspection results and disposition of these inspection records.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP The quality control program indicates procedures are available to provide quality performance to the Government. Schedules I, II and III.				
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS		9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS Basic version outlining a general approach must be available at the preaward survey conference. Updated version must be submitted by the contract start date. The quality control plan must contain, as a minimum: 1. Areas to be inspected 2. Inspection schedule 3. Names and titles of individuals performing inspections				
11. DISTRIBUTION STATEMENT Contracting Officer				

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1. TITLE WEIGHT TICKETS		2. IDENTIFICATION NUMBER 0002		
3. DESCRIPTION/PURPOSE Weight tickets, properly certified, IAW, State, Commonwealth, or District Regulations are required to support billings for payment.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Verification of weight of shipments. Weight tickets are not required on inbound shipments unless a reweigh is ordered. Schedules I, II and III.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS Weight tickets must be certified and prepared in duplicate and must contain the following: 1. Name and address of the weighing station 2. Date of weighing 3. Contractor's name 4. Van or trailer number 5. Name of property member/employee 6. Signature of weighmaster 7. Order number				
11. DISTRIBUTION STATEMENT TO				

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1. TITLE HOUSEHOLD GOODS DESCRIPTIVE INVENTORY		2. IDENTIFICATION NUMBER 0003		
3. DESCRIPTION/PURPOSE To provide an accurate, legible inventory of shipment contents. Identify quantities, cartons, conditions of articles and other information concerning the items shipped. (Part IV, Attachment G1, Figure G-1)				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Listing of articles shipped. Schedules I and III.				
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS		9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS				
11. DISTRIBUTION STATEMENT Schedule I: TO – Original; Member/Employee – 1 Copy; Contractor – 1 Copy Shipment: 1 Copy attached to Number One container; 1 Copy placed inside Number One container Schedule III: TO – Original; Member/Employee – 1 Copy; Contractor – 1 Copy				

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1. TITLE EXCEPTION SHEET		2. IDENTIFICATION NUMBER 0004		
3. DESCRIPTION/PURPOSE To record the difference in the condition of items being removed from nontemporary storage.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Schedules I and II.				
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS		9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS Prepare only when different conditions are noted from the nontemporary storage inventory. When contractor's representative and storage contractor's representative differ, enter both opinions, separately identifying source. Both parties must sign and date the exception sheet. The exception sheets are maintained in the contractor's files. A copy will be furnished to the claims office, upon request.				
11. DISTRIBUTION STATEMENT As Required				

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1. TITLE Report of Government Owned Containers		2. IDENTIFICATION NUMBER 0005		
3. DESCRIPTION/PURPOSE Report how many Government-owned containers are available at the contractor's facility.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP To determine accountability and location of Government-owned containers. Schedules I and II.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS Report is submitted to the TO fifteen days after the contract start date and the first workday of each month thereafter. The report will reflect the following information but not limited to: 1. Number received during reporting period with member's name for each container. 2. Number of containers disposed of during the period of report (showing specific disposition). 3. Total number of containers on hand as of the end of the reporting period to include: a. Number of serviceable containers, by type b. Number of unserviceable containers, by type NOTE: Initial report of containers received from previous contractor need not show member's name. For Air Force installations AF Form 384, <u>Government-Owned Container Control Record</u> , should be used. The TO will furnish the form for the contractor's use.				
11. DISTRIBUTION STATEMENT TO				

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1. TITLE JOINT STATEMENT OF LOSS AND DAMAGE AT DELIVERY		2. IDENTIFICATION NUMBER 0006		
3. DESCRIPTION/PURPOSE To record loss and/or damage at the time of delivery to the member. (Part IV, Attachment G1, Figure G-8)				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Used as proof of delivery and as supporting documentation for a claim. Schedules II and III.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMS C NUMBER	
10. PREPARATION INSTRUCTIONS Schedule I and III: A DD Form 1840 will be prepared to indicate the loss and/or damage revealed during unloading/unpacking. The contractor and member/employee must jointly sign the form upon completion. If available, the member/employee's copy of the inventory prepared at origin or the copy from the number one container must be used to check count and condition.				
11. DISTRIBUTION STATEMENT Property Member/Employee – 3 Copies Ordering Officer – 1 Copy Contractor – 1 Copy				

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1. TITLE CLAIMS CORRESPONDENCE		2. IDENTIFICATION NUMBER 0007		
3. DESCRIPTION/PURPOSE A copy of any correspondence concerning a claim, that is received by the contractor from anyone other than the local TO.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Informs the PPSO of a pending claim. Schedules I, II and III.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS At the time a claim is received by the contractor, the contractor records the date of receipt on the claim and furnishes a copy of all correspondence regarding the claim to the PPSO within ten workdays.				
11. DISTRIBUTION STATEMENT TO				

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1. TITLE BILL OF LADING		2. IDENTIFICATION NUMBER 0008		
3. DESCRIPTION/PURPOSE A document issued by the Government to procure transportation and related shipment services.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Used for linehaul freight movement of personal property. Schedule I.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS The following information will be typed by the contractor in the blocks as indicated below: 1. Block 26 – Enter the number and kind of containers, such as 1 F/L or 2 CTNS. 2. Block 2 – Enter the aggregate weight and cube of the total number of each different type of container shown in Block 26. 3. Block 28 – Enter the total gross weight of the shipment and when available, total tare and net weight.				
11. DISTRIBUTION STATEMENT Contractor surrenders the original and copies 2, 3, and 4 to the carrier. Contractor returns copies 5, 6, and 7, signed by the carrier, to the TO. The contractor maintains copy 8. In instances where computer generated documents are used, enough copies must be made to ensure the right number of copies will be submitted.				

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1. TITLE CONTRACTOR'S WEEKLY REPORT		2. IDENTIFICATION NUMBER 0009		
3. DESCRIPTION/PURPOSE Report advises the TO of outbound shipments on hand which were picked up prior to the previous Wednesday.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Report is prepared each Monday or next working day if Monday is a holiday. Negative reports are required. Schedule I				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS Report must contain: 1. Member's name, rank/grade and SSN 2. Number of days on hand 3. Order number				
11. DISTRIBUTION STATEMENT Original to TO Copy maintained by contractor				

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
<p>The public reporting burden for this collection of information is estimated to average 110 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing the burden, to Department of Defense Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person will be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</p>				
1. TITLE REPORT OF SHIPMENTS ON HAND		2. IDENTIFICATION NUMBER 0010		
3. DESCRIPTION/PURPOSE Report advises the TO of outbound shipments on hand which were picked up prior to the previous Wednesday.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Report is prepared each Monday or next working day if Monday is a holiday. Negative reports are required. Schedule II				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS Report must contain: 1. Member's name, rank/grade and SSN 2. Date of receipt 3. Pieces, weight and cube 4. Order number				
11. DISTRIBUTION STATEMENT One copy forwarded to TO One copy maintained by contractor				

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
<p>The public reporting burden for this collection of information is estimated to average 110 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing the burden, to Department of Defense Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person will be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</p>				
1. TITLE OUTSIZED AIR CARGO REPORT		2. IDENTIFICATION NUMBER 0011		
3. DESCRIPTION/PURPOSE Provides the PPSO the dimensions of outsize air cargo containers for shipments entering the military airlift system.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Report is prepared on an as required basis. Schedule I				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS Prepared only on shipments entering the military airlift system that have any containers with an outside measurement greater than 72 inches in any dimension.				
11. DISTRIBUTION STATEMENT One copy forwarded to PPSO One copy maintained by contractor				

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
<p>The public reporting burden for this collection of information is estimated to average 110 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing the burden, to Department of Defense Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person will be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</p>				
1. TITLE MONTHLY SDS METRICS REPORT		2. IDENTIFICATION NUMBER 0012		
3. DESCRIPTION/PURPOSE Provides the PPSO a monthly metrics measuring the Service Delivery Summary (SDS) Performance Threshold. These statistics will be used in the monthly evaluation of the contractor and also as a part of the annual performance report.				
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP Report is prepared on a monthly basis. Schedule I, II, and III.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS				
11. DISTRIBUTION STATEMENT One copy forwarded to PPSO One copy maintained by contractor				

ESTIMATED QUANTITIES

The quantities shown by area of performance for each item in this Solicitation are the Government's estimates of requirements, which may be ordered during the period of the contract.

The Government's estimated maximum daily requirements, excluding Saturday, Sunday; National, State, and local holidays are listed below by area of performance within each schedule. Bidders must complete the "Bidder's Guaranteed Daily Capability", which must equal or exceed the Government's minimum acceptable daily capability, for all items within an area of performance for which they submit bids. Failure to do so will render the bid non responsive.

	<u>Government's Estimated Maximum Daily Requirement</u>	<u>Government's Minimum Acceptable Daily Capability</u>	<u>Bidder's Guaranteed Daily Capability</u>
OUTBOUND (Schedule I) Area	NCWT	NCWT	NCWT
INBOUND (Schedule II) Area	NCWT	NCWT	NCWT
INTRA-CITY AREA (Schedule III) Area	NCWT	NCWT	NCWT
(Repeat for each area listed)			

SCHEDULE I

OUTBOUND SERVICES

Item 0001. Complete Service - Outbound (HHG). Services must include premove survey, servicing of appliances, disassembly of furniture, packaging, inventorying, tagging, wrapping, padding, packing and bracing of HHG in Government-owned and furnished shipping containers (Shipping Container Commercial Spec ASTM-D4169-01, MTMC Pamphlet 55-12) at member's/employee's residence, or at contractor's facility when ordered by the contracting officer, properly securing and sealing for shipment, weighing, obliterating old markings, marking, strapping, and drayage of the container within an area of performance. Service must also include loading of shipments on linehaul carrier's equipment at the contractor's facility. When containers will not accommodate all articles of any one lot, loose articles must be packed in the said containers before any over-packed articles are placed therein. Overflow, oversize, and other shipments must be paid for under Item 0003.

Area.....	Estimated Annual Quantity	Unit	Unit Price	Total
AA. At member/employee residence: Container, Commercial Spec ASTM-D4169-01, or MTMC Pamphlet 55-12	_____	NCWT	_____	_____
AB. At contractor's facility: Container, Commercial Spec ASTM-D4169-01, or MTMC Pamphlet 55-12	_____	NCWT	_____	_____

Item 0002. Outbound (HHG From Nontemporary Storage). Service must be the same as Item 0001 above except that: (a) HHG must be picked up at a nontemporary storage facility and transported to contractor's facility; or (b) HHG must be delivered to contractor's facility; and (c) premove survey, servicing of appliances, preliminary packing and accessorial services must not be provided. Overflow articles requiring containerization will be paid for under Item 0003.

Area.....	Estimated Annual Quantity	Unit	Unit Price	Total
AA. Pickup by contractor: Container, Commercial Spec ASTM-D4169-01, or MTMC Pamphlet 55-12	_____	NCWT	_____	_____
AB. Delivered to contractor: Container, Commercial Spec ASTM-D4169-01, or MTMC Pamphlet 55-12	_____	NCWT	_____	_____

Item 0003. Complete Service-Outbound (HHG-Overflow Articles and HHG Shipments requiring other than ASTM-D4169-01 or MTMC Pamphlet 55-12). Service must be the same as Item 0001 or Item 0002 except that the loose articles are drayed to contractor's facility when ordered by the contracting officer for containerization in Government-furnished or contractor-furnished containers. Overflow, other shipments, and oversize containers must be constructed IAW ASTM-D6251. Each container must be caulked during assembly. Overflow boxes and other shipments must be limited to one per shipment. Other shipments are small HHG shipments that normally require a lesser size box than specified in Commercial Spec ASTM-D4169-01 or MTMC Pamphlet 55-12. Overflow containers are of a lesser size than specified in Commercial Spec ASTM-D4169-01 or MTMC Pamphlet 55-12 and oversized containers are always of a greater size than specified in Commercial Spec ASTM-D4169-01 or MTMC Pamphlet 55-12. One or more of these containers may be required per shipment. Price bid for Item 0003 includes container plus weight of its contents.

Area.....	Estimated Annual Quantity	Unit	Unit Price	Total
AA. Government-Furnished Containers: Overseas Pack Overflow Articles	_____	NCWT	_____	_____
AB. Government-Furnished Containers: Overseas Pack Oversize Articles	_____	NCWT	_____	_____
AC. Government-Furnished Containers: Overseas Pack Other Shipments	_____	NCWT	_____	_____
AD. Government-Furnished Containers: Domestic Pack: Overflow Articles	_____	NCWT	_____	_____
AE. Government-Furnished Containers: Domestic Pack: Oversize Articles	_____	NCWT	_____	_____
AF. Government-Furnished Containers: Domestic Pack: Other Shipments	_____	NCWT	_____	_____
AG. Contractor-Furnished Containers: Overseas Pack: Overflow Articles	_____	NCWT	_____	_____
AH. Contractor-Furnished Containers: Overseas Pack: Oversize Articles	_____	NCWT	_____	_____
AI. Contractor-Furnished Containers: Overseas Pack: Other Shipments	_____	NCWT	_____	_____
AK. Domestic Pack: Overflow Articles	_____	NCWT	_____	_____
AL. Domestic Pack: Oversize Articles	_____	NCWT	_____	_____
AM. Domestic Pack: Other Shipments	_____	NCWT	_____	_____

Item 0004. Complete Service-Outbound (Unaccompanied Baggage). Service includes packaging, inventorying, packing in Government approved containers, weighing, strapping, obliteration of old markings, marking, and loading shipments on the linehaul carrier's equipment. Service must be performed at member's/employee's residence. (Service may be performed at contractor's facility when ordered by the Ordering Officer.)

Area.....	Estimated Annual Quantity	Unit	Unit Price	Total
AA. Government-Furnished Containers: Drayage Included	_____	NCWT	_____	_____
AB. Government-Furnished Containers: Drayage Not Included	_____	NCWT	_____	_____
AC. Contractor-Furnished Containers: Drayage Included	_____	NCWT	_____	_____
AD. Contractor-Furnished Containers: Drayage Not Included	_____	NCWT	_____	_____

Item 0005. Complete Service-Outbound (Unaccompanied Baggage from Nontemporary Storage). Service must be the same as Item 0004 except that (a) unaccompanied baggage must be picked up at a nontemporary storage facility and transported to contractor's facility; or (b) unaccompanied baggage must be delivered to contractor's facility; and (c) servicing of appliances, preliminary packing and accessorial services must not be provided.

Area.....	Estimated Annual Quantity	Unit	Unit Price	Total
AA. Government-Furnished Containers: Drayage Included	_____	NCWT	_____	_____
AB. Government-Furnished Containers: Drayage Not Included	_____	NCWT	_____	_____
AC. Contractor-Furnished Containers: Drayage Included	_____	NCWT	_____	_____
AD. Contractor-Furnished Containers: Drayage Not Included	_____	NCWT	_____	_____

Item 0006. Outbound Service-Unaccompanied Baggage Packed by Member/Employee. Service must include weighing, strapping, banding, obliterating old markings, and marking. Service may include containerization in outer shipping containers as ordered by the contracting officer.

Area.....	Estimated Annual Quantity	Unit	Unit Price	Total
AA. Containerization Not Required: Drayage Included	_____	GCWT	_____	_____
AB. Containerization Not Required: Drayage Not Included	_____	GCWT	_____	_____
AC. Containerization Required: Drayage Included	_____	NCWT	_____	_____
AD. Containerization Required: Drayage Not Included	_____	NCWT	_____	_____

Item 0007. Outbound Service-Unaccompanied Baggage Packed By Member/Employee-Consolidated Shipments/Government Facility. Service must be the same as Item 0006 above except that service must include two or more shipments picked up from a Government office, warehouse, or facility.

Area.....	Estimated Annual Quantity	Unit	Unit Price	Total
AA. Containerization Not Required: Drayage Included	_____	GCWT	_____	_____
AB. Containerization Required: Drayage Included	_____	NCWT	_____	_____

Item 0008. Expensive and Valuable Items. Service must include inventorying each item, packing in Government-approved, contractor-furnished container(s), marking, banding, and cubing at member's/employee's residence. Drayage will be ordered by the contracting officer. If drayage is required, weighing must be done on properly certified scales and a certified weight ticket must be furnished. If drayage is not required, weighing must be done at member's/employee's residence on portable or bathroom scales. In jurisdictions where local law prohibits the certification of portable scales, a weight certificate will not be required. However, upon the written authority of the contracting officer, the contractor may apply a constructive weight of 11 pounds per gross cubic foot of the container.

Area.....	Estimated Annual Quantity	Unit	Unit Price	Total
AA. Drayage Included	_____	NCWT	_____	_____
AB. Drayage Not Included	_____	NCWT	_____	_____

Item 0009. Storage. Storage of containerized articles must be furnished when ordered by the contracting officer. Charges must not commence earlier than the sixth workday following date of transportation officer's receipt of notification of completion of containerization service. Storage charges apply for each 30-day period or fraction thereof. Date of release from storage must not be considered in computation of storage charges.

Area.....	Estimated Annual Quantity	Unit	Unit Price	Total
	_____	NCWT	_____	_____
	_____	NCWT	_____	_____

Item 0010. Containers. Service must consist of the furnishing of the following types of new containers or specially constructed wooden crates. Containers furnished or specially constructed are to be assembled and ready for loading. When a specific container from the MTMC Pamphlet 55-12 is ordered, the order will indicate the MTMC approval number.

Area.....	Estimated Annual Quantity	Unit	Unit Price	Total
AA. Container (ASTM-D4169-01)	_____	ea	_____	_____
AB. Container (MTMC Pamphlet 55-12)	_____	ea	_____	_____
AC. Crate (ASTM-D6039/D6039M-02)	_____	cu ft or fraction thereof	_____	_____

Item 0011. Remarking, Coopering and Assembly/Disassembly Service.

AA. Remarking of Shipments for Reconsignment. Service must consist of obliteration of all old markings, stenciling of necessary information on loaded shipping containers scheduled for reconsignment, and loading on the hauling carrier's vehicle.

Area.....	Estimated Annual Quantity	Unit	Unit Price	Total
	_____	ea	_____	_____

AB. Coopering. Service must consist of repair of containers not to exceed 30 percent of total area of shipping container or cost of repairs will not exceed 50 percent of the container replacement cost. Minor repair, such as replacement of bolts, nails and bands must be accomplished at no expense to the Government.

Area.....	Estimated Annual Quantity	Unit	Unit Price	Total
	_____	ea	_____	_____

AC. Assembly/Disassembly of Government-Owned Containers. Contractor will assemble Government-owned containers. Component parts will be furnished by the Government. Contractor will disassemble Government-owned containers. Component parts will be put into a cloth bag and attached to the container. Knocked down container sections will be banded.

Area.....	Estimated Annual Quantity	Unit	Unit Price	Total
AD. Assembly	_____	each	_____	_____
AE. Disassembly	_____	each	_____	_____

Item 0012. Drayage Beyond the Contract Area of Performance. Service must consist of drayage of packed shipments beyond the contract area of performance, not to exceed ____ miles. Mileage must be computed on the shortest highway distance commencing with the point of pickup to the outer boundary of the contract area of performance.

Area.....	Estimated Annual Quantity	Unit	Unit Price	Total
AA. Household goods loaded mile	_____	per	_____	_____
AB. Unaccompanied baggage	_____	per	_____	_____

Item 0013. Attempted Pic kup. When the initial attempt to pickup a shipment at the member's/employee's residence is unsuccessful, charges apply provided the Contractor notified the contracting officer via telephone and provided that after contractor's notification, the contracting officer (a) cannot locate the member/employee within 30 minutes, (b) cannot have the member/employee at the residence within one hour after notification, and (c) the contractor left a notice of attempted pickup at the residence.

Area.....	Estimated Annual Quantity	Unit	Unit Price	Total
AA. Household goods	_____	_____	ea shpmt	_____
AB. Unaccompanied baggage	_____	_____	ea shpmt	_____

NOTE: All Above Items are included in the evaluation of bids

Item 0014. Additional Services. The contractor must provide additional services not included in the schedule, but required for satisfactory completion of the services ordered under this contract, at a rate comparable to the rate for like services as contained in tenders on file with the state regulatory bodies or MTMC, in effect at the time of the order.

RECAPITULATION SCHEDULE I

Schedule Total - Area \$.....
(Repeat for each area listed.)

SCHEDULE II

INBOUND SERVICES

Item 0015. Complete Service-Inbound (HHG). Service must include drayage from contractor's facility to storage warehouses, air and surface transportation terminals, military installation shipping offices and ocean or river terminals/piers and return, unloading from the delivering carrier's vehicle, handling into contractor's facility, drayage to member's/employee's residence, decontainerization and unpacking of loaded containers of HHG and placing goods in rooms as directed by member/employee, unservicing appliances, assembly of any disassembled articles and removing shipping containers, barrels, boxes/crates, and debris from member's/employee's residence and drayage of empty containers to contractor's or Government facility.

Area.....	Estimated Annual Quantity	Unit	Price	Unit Total
	_____	NCWT	_____	_____

Item 0016. Complete Service - Inbound (HHG). Service must be same as Item 0015 above except that drayage of shipment to residence is not required.

Area.....	Estimated Annual Quantity	Unit	Price	Unit Total
	_____	NCWT	_____	_____

Item 0017. Complete Service Inbound (HHG). Service must be the same as Item 0015 above except removal of items from outer container will be at the contractor's facility and articles will be drayed to member's/employee's residence.

Area.....	Estimated Annual Quantity	Unit	Price	Unit Total
	_____	NCWT	_____	_____

Item 0018. Inbound Service-Contractor Facility (HHG). Services must include drayage from storage warehouses, air and surface transportation terminals, military installation shipping offices, and ocean or river terminals/piers to contractor's facility, unloading from the delivering carrier's vehicle into the contractor's facility and delivery of articles to property member/employee, motor van carrier, or NTS contractor at the contractor's facility.

Area.....	Estimated Annual Quantity	Unit	Price	Unit Total
	_____	NCWT	_____	_____

Item 0019. Complete Service-Expensive and Valuable Items. Services must include drayage from the storage warehouses, air and surface transportation terminals, military installation shipping offices, and ocean or river terminals/piers to contractor's facility, unloading from the delivering carrier's vehicle, handling into contractor's facility, decontainerization and unpacking of containers at member's/employee's residence, and removal of shipping containers and debris from the residence.

Area.....	Estimated Annual Quantity	Unit	Price	Unit Total
AA. Drayage Included	_____	NCWT	_____	_____
AB. Drayage Not Included	_____	NCWT	_____	_____

Item 0020. Complete Service-Inbound (Unaccompanied Baggage). Service must include drayage from contractor's facility to storage warehouses, air and surface transportation terminals, military installation shipping offices and ocean or river terminals/piers and return, unloading from the delivering carrier's vehicle, handling into contractor's facility, drayage of unaccompanied baggage containers to member's/employee's residence, unpacking of containers, reassembly of articles and removal of all shipping containers and debris from the residence.

Area.....	Estimated Annual Quantity	Unit	Price	Unit Total
	_____	NCWT	_____	_____

Item 0021. Complete Service-Inbound (Unaccompanied Baggage). Service must be same as Item 0020 except that drayage to residence is not required.

Area.....	Estimated Annual Quantity	Unit	Price	Unit Total
	_____	NCWT	_____	_____

Item 0022. Inbound Service - Contractor Facility (Unaccompanied Baggage). Service must be the same as Item 0020 except service must also include removal of unaccompanied baggage from outer shipping containers for pickup by the member/employee or release to a motor carrier or other contractor at the contractor's facility.

Area.....	Estimated Annual Quantity	Unit	Price	Unit Total
	_____	NCWT	_____	_____

Item 0023. Storage. Storage of containerized articles must be furnished when ordered. Charges under this item must not commence earlier than the sixth workday following date of contractor's notification to the transportation officer of arrival of shipment. Storage charges apply for each 30-day period or fraction thereof. Date of release from storage must not be considered in computation of storage charges.

Area.....	Estimated Annual Quantity	Unit	Price	Unit Total
	_____	NCWT	_____	_____

Item 0024. Remarking, Coopering, and Assembly/Disassembly Service.

AA. Remarking of Shipments for Reconsignment. Services must include drayage from storage warehouses, air and surface transportation terminals, military installation shipping offices, and ocean or river terminals/piers to contractor's facility, unloading from the delivering carrier's vehicle, handling into contractor's facility, obliteration of all old markings, stenciling of necessary information on loaded shipping containers schedule for reconsignment loading on the hauling carrier's vehicle.

Area.....	Estimated Annual Quantity	Unit	Price	Unit Total
	_____	ea piece	_____	_____

AB. Coopering. Service must consist of repair of containers not to exceed 30 percent of total area of shipping container or costs of repairs will not exceed 50 percent of the container replacement cost. Minor repair, such as replacement of bolts, renailing and rebanding must be accomplished at no expense to the Government.

Area.....	Estimated Annual Quantity	Unit	Price	Unit Total
	_____	ea piece	_____	_____

AC. Assembly/Disassembly of Government-Owned Containers. Contractor will assemble Government-owned containers. The Government will furnish component parts. Contractor will disassemble Government-owned containers. Component parts will be put into a cloth bag and attached to the container. Knocked down container sections will be banded.

Area.....	Estimated Annual Quantity	Unit	Price	Unit Total
AD. Assembly	_____	each	_____	_____
AE. Disassembly	_____	each	_____	_____

Item 0025. Attempted Delivery. When the initial attempt to deliver a shipment at the member's/employee's residence is unsuccessful, charges apply provided the contractor notified the contracting officer via telephone and provided that after contractor's notification, the contracting officer (a) cannot locate the member/employee within 30 minutes, (b) cannot have the member/employee at the residence within one hour after notification, and (c) the contractor left a notice of attempted delivery at the residence.

Area.....	Estimated Annual Quantity	Unit	Price	Unit Total
AA. Household Goods	_____	ea shpmt	_____	_____
AB. Unaccompanied Baggage	_____	ea shpmt	_____	_____

Item 0026. Reweighing. Service must consist of weighing the loaded containers prior to delivery and weighing the empty containers after delivery.

Area.....	Estimated Annual Quantity	Unit	Price	Unit Total
AA. Household Goods	_____	ea shpmt	_____	_____
AB. Unaccompanied Baggage	_____	ea shpmt	_____	_____

Item 0027. Drayage Beyond the Contract Area of Performance. Service must consist of drayage of packed shipments beyond the contract area of performance, not to exceed ____ miles. Mileage must be computed on the shortest highway distance commencing with the point of pickup to the outer boundary of the contract area of performance

Area.....	Estimated Annual Quantity	Unit	Price	Unit Total
AA. Household Goods loaded mile	_____	per	_____	_____
AB. Unaccompanied baggage loaded mile	_____	per	_____	_____

Item 0028. Partial Withdrawal. Service must be the same as Items 0015, 0016, 0020, or 0021, except a partial removal of the items from the outer container will be performed at the contractor's facility. Articles not removed from the shipment will remain at the contractor's facility.

Area.....	Estimated Annual Quantity	Unit	Price	Unit Total
AA. Household Goods Drayage included	_____	NCWT	_____	_____
AB. Household Goods Drayage not included	_____	NCWT	_____	_____
AC. Unaccompanied Baggage Drayage included	_____	NCWT	_____	_____
AD. Unaccompanied Baggage Drayage not included	_____	NCWT	_____	_____

Item 0029-0030. Reserved (See additional services).

Note: All above Items are included in the evaluation of bids

RECAPITULATION SCHEDULE II

Schedule Total - Area \$.....

(Repeat for each area listed.)

SCHEDULE III

INTRA-CITY AND INTRA-AREA MOVES

Item 0031. Complete Service for Intra-City and Intra-Area Moves. Service must include a premove survey, servicing of appliances, packaging and packing at member's/employee's residence to protect HHG properly during transit, tagging of items, inventorying, loading, weighing, drayage, unloading, unpacking, and placing of each article in member's/employee's new residence as directed by member/employee or member's/employee's designated representative and removal of all empty containers and materials from residence.

Area.....	Estimated Annual Quantity	Unit	Unit Price	Unit Total
	_____	NCWT	_____	_____

Item 0032. Attempted Pickup or Delivery. When the initial attempt to pickup or deliver a shipment at the member's/employee's residence is unsuccessful, charges apply provided the contractor notified the contracting officer via telephone and provided that after contractor's notification, the contracting officer (a) cannot locate the member/employee within 30 minutes, (b) cannot have the member/employee at the residence within one hour after notification, and (c) the contractor left a notice of attempted pickup or delivery at the residence.

Area.....	Estimated Annual Quantity	Unit	Unit Price	Unit Total
AA. Attempted Pickup	_____	ea shpmt	_____	_____
AB. Attempted Delivery	_____	ea shpmt	_____	_____

Item 0033. Drayage Beyond the Contract Area of Performance. Service must consist of drayage of packed shipments beyond the contract area of performance, not to exceed ____ miles. Mileage must be computed on the shortest highway distance commencing with the point of departure from the outer boundary of the contract area of performance to the destination point.

Area.....	Estimated Annual Quantity	Unit	Unit Price	Unit Total
	_____	Per loaded mile	_____	_____

(Repeat for additional areas as needed.)

Note: All above Items are included in the evaluation of bids.

RECAPITULATION SCHEDULE III

Schedule Total-Area \$.....

(Repeat for each area listed.)